

**Tempe Fire Department Policies and Procedures**  
**Field Incident Technician**  
**410.02F**  
**Rev 08-23-00**

**PURPOSE**

To define the job expectations and requirements for the person assigned to the position of Field Incident Technician (FIT).

**EXPECTATIONS**

The FIT reports directly to a district manager. The FIT also serves as an assistant to the duty battalion chief. The position will have a broad range of responsibilities spanning emergency operations and general day-to-day duties.

**Emergency Operations**

- Assume initial responsibilities of support officer, assume incident safety officer assignment as directed, assume sector responsibilities, or carry out other assigned functions as determined by command.
- Track all aspects of an emergency incident through personnel accountability, drawing, mapping, tactical worksheet, and use of MDT.
- Accompany and support battalion chief when he is assigned as Sector Officer.
- Research information at emergency incidents such as floor plans, hazardous materials information, resources, etc. Perform reconnaissance at incidents as directed to confirm apparatus placement and exposures.
- Perform firefighting duties.
- Obtain information needed to complete post incident reviews.
- Drive the command vehicle to emergency incidents allowing the battalion chief to begin emergency management activities while en route.
- Liaison with other agencies.
- Operate the command vehicle video camera.

**Routine Duties**

- Complete daily check and maintenance of command vehicle and related equipment.
- Assist in scheduling and coordinating training, post-incident reviews, classes, meetings, public relations appearances, etc.
- Manage daily scheduling, constant staffing, special event staffing, vacation scheduling and record keeping for assigned shift.
- Perform other staff support duties as directed by the district manager.

## **QUALIFICATIONS**

- Rank of Fire Captain (see job description).
- The FIT must have a good working knowledge of the Policies and Procedures (both City and Department).
- Must be competent in or ability to attain competency in computer software applications.
- Once assigned, the FIT will be expected to work in the position for no less than 12 to 24 months, unless released by the district manager.